

STATEMENT OF UNDERSTANDING (SOU)
UTAH NATIONAL GUARD (ARMY and AIR)
STATE TUITION ASSISTANCE PROGRAM (STA)

A. GUIDELINES

1. **PRIVACY ACT INFORMATION.** State Tuition Assistance (STA) forms may include information protected under the Privacy Act of 1974. In order to review and approve STA requests, I authorize STA administrators to forward applicable STA applications and associated forms to my non-military email address.
2. **AUTHORIZED RATES.**
 - a. The State of Utah, through the UTAH NATIONAL GUARD, may pay up to 100% of my tuition assistance based on the following caps and guidelines:
 - i. Up to \$250.00 per semester hour (SH), \$167.00 per quarter hour (QH) or \$6.66 per clock hour (CH) for tuition; not to exceed the institution's residential tuition rate.
 - ii. Up to \$5000 for the 2017-2018 State Budget Year, subject to availability of funding.
 - iii. STA funds will not cover the cost of any fees, except in the following circumstances:
 1. The state retains the right to use STA funding toward the payment of course related fees as an incentive measure for under-utilized programs or for other policy related issues.
 2. Changes to the fee payment policy will be addressed each year on the Statement of Understanding (SOU).
 3. For the 2017-2018 school year, STA is not approved for use toward fees except for those cases where admin error is involved through misinformation provided by a member of the Utah National Guard Education Office.
 - iv. I agree to pay the remaining amount and any other costs not paid by the State of Utah.
 - v. STA is authorized on a course-by-course basis and no changes will be made in the courses or dollar amount for which STA is approved without approval of the UTAH NATIONAL GUARD Education Office. Changes to previously approved STA must be made within 30 days of class start date.
 - b. The use of STA funding is for a course (or courses) required for the completion of my degree or certificate plan. I am required to submit proof or validation of my degree plan or certificate program no later than 45 days following the completion of my approved course(s).
 - c. STA will not be approved to fund a course more than once, unless the UTANG member has repaid the funds for the previously-taken class.
3. **ELIGIBILITY.**
 - a. I am a traditional UTAH NATIONAL GUARD soldier/airman in good standing (satisfactory participant) in my UTAH NATIONAL GUARD Unit.
 - b. If I previously served in another reserve component, I certify that I have been a member of the Utah National Guard for at least one year from the date of transfer.
4. **OBLIGATION.** I understand that by receiving UTAH NATIONAL GUARD STA, I incur the following obligation. Failure to complete this obligation may result in recoupment of all or a portion of my UTAH NATIONAL GUARD STA.

- a. My separation date from the UTAH NATIONAL GUARD will extend to or beyond the last date of course enrollment that UTAH NATIONAL GUARD STA funds have been approved.

5. GRADES.

- a. I must maintain a cumulative Grade Point Average (GPA) of 2.0 or higher. I will not be eligible for any further STA funding if I fall below this standard, until I provide clear evidence of realignment with the standard.
- b. I will provide the State Education Office with proof of successful completion of approved courses within 45 days of completion of the class for which I receive UTAH NATIONAL GUARD STA. Failure to do so will result in suspension of further STA funding until the UTANG Member satisfactorily complies with all STA requirements.

6. CLASS / COURSE SUBMISSION AND CHANGES.

- a. I may submit my State Tuition Assistance request up to 90 days (but not less than 15 business days) before class/semester start.
- b. I understand that I am responsible to provide a copy of my approved State Tuition Assistance form to my school accounting office within 30 days of STA approval. Failure to do so may result in interruption or denial of STA invoicing and/or payment to the school.

- 7. DUPLICATION OF BENEFITS.** STA is authorized in combination with the Montgomery GI Bill. Federally funded programs, such as Federal Tuition Assistance or Chapter 33 Post-9/11 benefits, apply first. STA funds will apply second when any federal funding source is available to the UTANG Member (subject to compliance with the current VA School Certifying Official Handbook). Any applicable requirements for additional funding or use of funds in conjunction with other monetary sources will follow guidelines set by existing policy.

- 8. WITHDRAWAL/RECOUPMENT OF UTAH NATIONAL GUARD STA.** I agree to reimburse the UTAH NATIONAL GUARD the STA funds paid if I withdraw from or fail a course except for reasons beyond my control as determined by the State Education Services Officer (ESO) or designated representative.

- 9. RECOUPMENT OF FUNDING.** Applicants are responsible for notifying the Education Office if there are any changes in approved coursework, such as class changes, drops or withdrawals.
- a. If a student withdraws from a class after the school designated "withdrawal period," the school may still bill for that class. Unless the student is able to provide clear incontestable evidence that the course was dropped due to unforeseen circumstances, such as extreme illness or mobilization with less than 30 days' notice, the student will be required to repay the entire charge for that course to the State of Utah, under the STA program policy guidelines.
 - b. Students who fail a course by receiving an F, E, W or I ("I" referring to incomplete coursework which was not finished within 120 days) will be recouped.
 - c. All recoupments must be initiated prior to future STA application approval.

- 10. PERIOD OF AGREEMENT.** This SOU will remain in effect for the entire STA fiscal year in which it is signed. A new SOU must be signed each fiscal year the soldier/airman receives UTAH NATIONAL GUARD STA.

B. MEMBER ACKNOWLEDGEMENT AND AGREEMENT

I agree to all the above conditions.

Name (Last, First, MI)

Rank/Grade

Unit

Date

Signature

Address (Street, City, State, Zip)

Phone (Home, Work, Cell)

e-mail address

C. COMMANDER APPROVAL

I certify the member is a traditional (or technician) Utah National Guard soldier/airman in good standing (satisfactory participant) in the Utah National Guard.

Commander/Authorized Designee Name

Commander/Authorized Designee Signature

AIR NATIONAL GUARD ADDENDUM

I have downloaded a copy of the State Tuition Assistance Quick Start Guide. By signing below, I certify that I have read the Quick Start Guide and understand the rules, policy and guidelines explained within.

Member's Name

Member's AFSC

Member's Signature